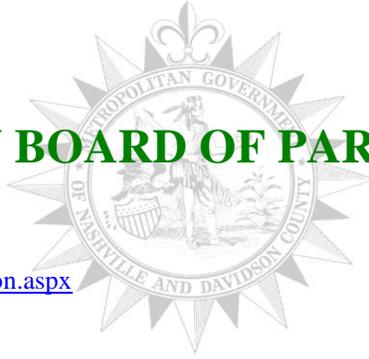


# METROPOLITAN BOARD OF PARKS AND RECREATION

Centennial Park Office  
Park Plaza at Oman St  
[www.nashville.gov/Parks-and-Recreation.aspx](http://www.nashville.gov/Parks-and-Recreation.aspx)



NASHVILLE, TENNESSEE 37201  
(615) 862-8400  
FAX (615) 862-8414

Monique N. Odom, Director

TO: Ms. Elizabeth Waites, Metropolitan Clerk

FROM: Ms. Monique Odom, Director of Metro Parks *Monique N. Odom*

DATE: September 11, 2018

RE: Annual Report of Reduction of Paper Consumption and Postage Expense

The following information outlines actions that Metro Parks has implemented to reduce consumption of paper and postage expenses as requested by Ordinance Number BL2008-248.

- Significant decrease of the volume of the monthly Parks Board agendas by utilizing both sides of the paper.
- Since the implementation of Kronos there has been a significant decrease in paper use as timecards are no longer printed for employee use.
- Use of email for communication with internal and external customers when applicable is encouraged.
- Replacement of mailing lists with email distribution lists where practical. Examples are: class schedules, exhibit opening invitations, registration forms and facility rental requests.
- The reuse of printer paper for informal documentation is encouraged.
- Use both sides of the paper wherever possible
- The use of websites for public information schedules.
- Continue to work with the appropriate Metro Departments to assist in the implementation of e-permits, on-line reservations and registrations
- The Parks and Recreation Finder application located on Metro Parks' website assists residents and visitors locate a park and/or recreation activity in Nashville and Davidson County.

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Postal service charges have remained consistent from FY17 to FY18; however there has been a reduction in the amount of paper used. Metro Parks continues to remain committed to using resources as efficiently as possible.

Please contact me at 615 862-8400 if any additional information is needed.

:jf